



# The CIAC Paddle

## Helping You Navigate the IA Continuum

18<sup>th</sup> Edition, October 2015



### Command IA Coordinators

**The CIAC Paddle, 18<sup>th</sup> Edition.** Now that we are at the beginning of the new fiscal year and closely approaching the holiday season, our energy and efforts continue to put the IA Sailor and their families first during their deployment. The support you provide today is just as important as it was six months or a year ago. Topics highlighted in this edition include two key discussion points: Update to the Rest & Recuperation (R&R) Leave Program, Deployment Health Assessments: PDHA/PDHRA Exemption Designations within NFAAS and Completion Requirements.

### CIACs' Role

Especially during the current period of rapid changes in IA missions, your CIAC role remains critically important to the success of an IA Sailor's deployment. CIACs are the first-line support system to IA Sailors! The expectation is that your support to IAs replicates the support Sailors are accustomed to in normal Navy lifelines. Your support to your IA Sailors should, at a minimum, match the level of support you would like to have if you and your family were executing an IA deployment. The [USFF IA Support](#) team is here to help you in your CIAC role. If you need assistance supporting your IA, you should engage your chain of command or contact us.

### CIAC Basics

**CIACs, you are expected to ensure that your IA Sailors are:**

- Prepared to deploy before reporting to NMPS
- Contacted monthly during deployment to assess their needs and issues
- Provided your full support during their preparation, deployment and for nine months following their return

### **The CIAC Keys to Success:**

- Complete the CIAC training modules in NKO
- Attend CIAC NFAAS training on DCS
- Fully utilize the [Navy IA website](#) and the [NFAAS](#) CIAC Information tab
- Be proactive to ensure your Sailors are prepared
- Contact your Sailors as required
- Document your actions in NFAAS
- Ask questions when in doubt

### Actions for CIACs

Reminder for all new CIACs... The required CIAC Training Course now includes three modules available on [NKO](#):

- USFF-CIACBT-1.0 (Basic Training)
- USFF-CIACRT-2.0 03 (Resources Training)

- USFF-CIACSET-1.0 03 (Shaping Expectations Training)

All courses are accessible under "*Course Catalog Tab / Individual Augmentee Training / CIAC Training.*" You need to complete all three training modules within 60 days of assignment as CIAC.

**NFAAS Training for CIACs:** Monthly NFAAS Training for CIACs is provided to ensure you know how to keep track of your IA Sailors and family throughout their deployment and redeployment. The schedule is posted on the [NFAAS website](#) under Online Training.

Additionally, you should review [CIAC FAQs](#), and become familiar with the newly revised [Navy IA website](#).

### Pre-Deployment

**REMINDER: Passport/Visa Must Be In-hand Before NMPS Arrival** – When directed by orders, IA Sailors are required to receive their passport/visa prior to departing their Parent Command or NOSC. It is also part of the Expeditionary Screening Checklist (ESC). In these cases, Sailors are not to be directed to travel on their Military ID and orders. Follow the orders and ESC to ensure your IA Sailors have their Official Passport/Visa when required. Detailed information and requirements can be found in the [Foreign Clearance Guide \(FCG\)](#). If Sailors require an unofficial ("blue") passport, as designated in orders, JTR para 2830 lists passport expenses as a reimbursable expense.



MANAMA, Bahrain (Oct. 18, 2015) Chief of Naval Operations (CNO) Adm. John Richardson speaks to Sailors and soldiers assigned to Commander, Task Force 56 during a tour of Naval Support Activity Bahrain. The visit is the first by Richardson since taking over as CNO in September. (U.S. Navy photo by Mass Communication Specialist 2nd Class Charles Oki/Released)

### **Deployment Orders & Order Modifications Requests**

- Over the last few months USFF IA Support has received a noticeable increase in the number of requests for copies of deployment orders and order modifications (ORDMODs) from CIACs, Sailors, and NOSCs. Some have not received through message traffic or other reasons. For some, messages have not been released; NOSCs have not checked message traffic and other reasons.

If you are deploying and have not received your orders in the specified timeframe, first contact your NOSC/CIAC or Parent Command/CIAC. If issues have not been resolved, NOSC and Parent Command CIACs are recommended to contact [NESA \(Noble Eagle Sailor Advocacy\)](#). NESA is directly connected to PERS-46 who writes the orders/ORDMODs. They will surely know the status and have direct access to your orders/ORDMODs. Your last option should be [USFF IA Support](#) if you are not successful with the above two options.

### **Boots-on-Ground**

**Rest & Recuperation (R&R) Leave Program Update –** Rest and Recuperation (R&R) Leave is a program governed by the [Dept of Defense Instruction 1327.06](#) (16 Jun 2009, incorporating change 2). Recently, a memorandum clarifying that instruction has caused an update to the Joint Travel Regulations and has also necessitated a change to the way the COCOM's have been employing the policy. As a Navy IA, the below is what you need to know and understand in regard to R&R:

There are two types of R&R—chargeable R&R leave and non-chargeable R&R administrative absence. Currently, NO areas in the world qualify for the non-chargeable R&R administrative absence. The only program in effect now is the chargeable R&R leave program

All the rules pertaining to chargeable R&R leave are in the DoDI 1327.06. To be eligible to take chargeable R&R leave, a member must spend 12 months assigned to the R&R location (including extensions, but independent of pre-deployment training/processing spent in CONUS).

R&R leave is limited to one time per 12 months assigned/deployed to an approved R&R duty location. Questions regarding R&R should be directed to your CTF J1 or via your COC to the COCOM EA for Leave and Liberty Policy and/or the COCOM J1.

### **Re-Deployment**

#### **Deployment Health Assessments Updates:**

**PDHA/PDHRA Exemption Designation in NFAAS –** This is an update from the previous, [17<sup>th</sup> Edition, July 2015](#). IA Sailors who have orders assigned to CONUS, shipboard, locations in Western Europe (i.e., Germany), and Manama, Bahrain are not required to complete the PDHA nor PDHRA. The exception is directed from

CENTCOM MOD 12 for those IA Sailors assigned to Isa Air Base Bahrain, for greater than 30 days, must complete the PDHA and PDHRA. As their CIAC, when the PDHA and PDHRA are not required, you have to check the box 'Not Required' in the IA Sailors IA record.

**PDHA/PDHRA Completion Requirements** - Per BUMEDINST 6110.14 (page 2), if it is beyond 89 days since redeployment (return date), it is not necessary to complete the PDHA (DD2796) if it hasn't been completed as the PDHRA (DD2900) will suffice.

If the IA is exempt or does not meet the criteria for Deployment Health Assessments (DHAs), no data will be transferred from MRRS to NFAAS therefore the CIAC must update the Post-Deployment Information in the Sailor's IA file and click "Not Required" for sections 2 and 3 after entering the return date in section 1.

As a result of many PDHRA being completed early (non-compliant), an "Early Completion Notice" functionality was built into eDHA to prevent the Sailor from completing the PDHRA (DD2900) before 90 days of redeployment effective October 2015. The Sailor must choose or enter a valid reason for the early completion before being allowed to proceed in completing the form early.

For additional information visit the [DHA website](#) or [contact us](#) if you have any further questions.

**Returning Warrior Workshop (RWW)** - The FY2016 RWW Schedule is now available. Ensure that your IA Sailors are aware of the schedule and encourage them to attend one. These events are free to the RC and AC Sailors and their guest. See the [FY2016 RWW Schedule](#) along with the respective regional brochures for the location within your region.

### **Feedback**

Your suggestions for improving the IA process and/or the CIAC program are greatly appreciated. Please send any feedback to: [USFF IA Support](#).

### **Information You Need to Know!**

- ❖ [VA Open Burn Pit Registry](#)
- ❖ [CNIC Family Connection– October 2015 \(and archived versions\)](#)
- ❖ [FY2016 Returning Warrior Workshop \(RWW\) Schedule](#)
- ❖ Navy IA website: [www.ia.navy.mil](#)
- ❖ Deployment Health Assessment (DHA) website: [www.dha.navy.mil](#)
- ❖ [Individual Deployment Support Specialists \(IDSS\)](#)
- ❖ Visit the [Navy IA Hall of Honor & In Memoriam](#)
- ❖ Like us on Facebook at [www.facebook.com/NavyIA](#)
- ❖ Follow us on Twitter at [www.twitter.com/Navy\\_IA](#)
- ❖ [Navy IA Mobile Apps](#): iPhone and Android Platforms
- ❖ Emergency Numbers:
  - [ECRC](#) 24/7 Family Hotline: 1-877-364-4302, [ecrc.fs.fct@navy.mil](#)
  - [American Red Cross](#): 1-866-438-4636
  - [Military OneSource](#): 1-800-342-9647